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ABSTRACT

This manual is intended to be used as a guideline for establishing a high quality child care program. It is based on New York State regulations and on widely accepted practices that support early childhood development. Chapter 1 gives an overview of the start-up process and includes a checklist of major tasks. Chapter 2 discusses assessment procedures to determine the need for services and one's ability to provide services. Chapter 3 concerns the development of a business plan, including describing the business and its legal structure, outlining financial data and providing supporting documents such as credit information forms. Chapter 4 discusses the development of a sound financial management plan, including securing start-up funds, budgeting for typical start-up expenses, and developing an operating budget. Chapter 5 concerns daily program management, including a self-assessment of management skills, resources for networking and professional development, establishment of standards of quality, and using communication as a management tool. Chapter 6 addresses the recruitment and retention of qualified staff, especially establishing personnel policies, job descriptions, the interview process, and establishing a payroll. Chapter 7 presents tips for developing and maintaining the program facility, including equipment, fire protection, safety and sanitation, and outdoor space. Chapter 8 describes the development of administrative policies and procedures in the areas of personnel management, child guidance, health, sanitation, nutrition, transportation, safety, confidentiality, and child abuse and neglect. Chapter 9 addresses the major elements of early childhood programming, curriculum, room arrangement, family involvement, integration, multiculturalism, and program evaluation. Contains 19 references. (KDFB)

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